

Municipality of West Elgin

Emergency Management Guideline 01 Emergency/Temporary Telework Guidelines

Effective Date: March 20, 2020

Review Date:

Purpose

In order to support the continuity of operations, the Municipality of West Elgin endorses teleworking as an option for qualified employees whose duties can be performed from an alternative workplace. During an emergency, it may be advantageous to take positive steps to reduce demand on the physical workplace.

Successful teleworking required accountability for work production and communication follow through. Teleworking must have measureable standards for performance to gauge the success of a teleworking arrangement. Positions that may be considered for teleworking during an emergency should be identified by the department head and/or supervisors.

Eligibility and Telework Requirements

The ability to telework is not suited to all positions. Positions whose job requirements include Emergency Operations Committee, field work, daily direct customer service, or other duties that cannot be performed productively away from the regular/temporary workplace will not be approved to participate in the telework program on a regular, on-going basis during the emergency.

Requirements to Qualify for Teleworking Program

- Position designated as eligible by immediate supervisor
- Immediate supervisor's approval
- Immediate supervisor's ability to invest necessary time to help the teleworking arrangement to succeed
- Planning with supervisor and co-workers how workflow issues such as phone calls, mail and meetings will be managed

Approval, Renewal & Termination Process

Positions adaptable to a teleworking program should be identified in the Continuity of Operations Plan. Immediate supervisors should confer with the employee that, in a time of emergency or another workplace disruption, they are willing to participate in a telework program. The employee's immediate supervisor must approve the telework arrangement.

In case of a prolonged disruption of the regular office workplace, the telework arrangement should be discussed and renewed at least every 8 weeks to ensure that continuation of the telework arrangement is meeting the goals set forth.

A telework arrangement may be terminated by one of the following:

- Resumption of the original regular office workplace or establishment of a new regular office workplace following the cessation of the disruption or emergency.
- The employee may discontinue participation in the telework program at any time, for any reason upon written or verbal notice to their supervisor.
- The department head or supervisor may terminate a telework arrangement for operational need requirements, upon 24 hours prior verbal explanation to the affected employee.

Equipment, Furniture & Working Supplies

The Municipality of West Elgin will supply no office furniture, equipment or supplies. Teleworker will be permitted to use their municipally owned computer at the alternate workplace, and remain subject to all IT and Municipal Freedom of Information and Protection of Privacy Act policies/requirements.

Job Performance Standards

The job performance standards for employees working at alternative work places shall be equivalent to the standards used when the employees are working at their regular site.

Corporate policies for all employees apply both in the regular office and the alternate work place.

Work Schedules and Hours

A regular telework schedule must be mutually agreed upon by the employee and supervisor in writing. Any change in the agreed upon schedule must be approved by the supervisor, and if it is a permanent change, documented.

It is expected that a Telework Employee will continue to work the same number of hours in the alternative work place as they are normally scheduled for at the regular site.

Compensation and Benefits

All telework schedules require supervisor approval. An alternate work schedule may be approved for an individual teleworker as long as the work schedule is consistent with the municipality's needs.

Overtime must be authorized in advance by management in accordance with the established municipality policies.

Occupational Health & Safety

A teleworking employee will be covered by WSIB for all work-related injuries occurring at the alternate work place during the teleworker's defined work period. WSIB will not apply to non-work-related injuries or injuries that occur outside of the defined work period.

If a work-related injury occurs while teleworking, the employee must notify the supervisor immediately and complete all necessary documents regarding the injury.

Safeguarding Intellectual Property Rights

An employee's work product of any type that is created or produced, in whole or in part, at the alternate work location shall belong to the Municipality of West Elgin to the same extent as if created or produced at the regular work location.

Information Security

Security of confidential information and irreplaceable documents is of primary concern and importance to the Municipality of West Elgin. Teleworkers, like all employees, are expected to adhere to all applicable laws, rules, regulations, policies and procedures regarding information security.

Supervisors must review functions in their areas and if necessary, designate some tasks that may not be done at alternate work places for security reasons.